

City of Chattanooga, TN
Personnel Class Specification

Class code 0421

FLSA: Non Exempt

CLASSIFICATION TITLE: AQUATIC COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work associated with directing aquatic facility operations and activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; recruits and trains employees and volunteers; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Coordinates programs and activities with other departments, outside agencies, or others as needed; coordinates City-wide or joint programs with other agencies; communicates upcoming programs or changes in program areas with staff members and other departments.

Develops and administers budget for area of assignment; monitors revenues and expenditures to ensure compliance with approved budget.

Develops, updates, and implements departmental policies and procedures.

Develops and administers new/existing programs; coordinates marketing and implementation of programs; develops and distributes flyers, press releases, and public service announcements; coordinates registration process, monitors class enrollments, and prepares class rosters; cancels/reschedules classes and issues

refunds to participants as needed; assigns staff to program areas; prepares rosters and skill sheets appropriate for each level in program cycle; develops parent orientations and program orientations; develops class evaluations at end of sessions.

Evaluates current program offerings and implements new programs which meet the needs of patrons and the community; coordinates aquatic fitness programs, including programs for adults, seniors, and arthritic persons; develops and implements aquatic programs for special needs such as aquatic therapy, special populations, or rehabilitation.

Oversees training and certification of staff members; conducts staff training activities and provides certification training for aquatic staff; ensures current, valid certification status of aquatic staff and maintains staff certification records.

Oversees pool maintenance activities; monitors chemical levels in pool; conducts water analysis and balances pool water; performs backwashing of pool filters; coordinates general maintenance of aquatic facility.

Compiles/monitors statistical data pertaining to facility usage and operations; analyzes data and identifies trends; reviews facility usage to identify peak hours, determine staffing requirements, and ensure adherence to safety guidelines; summarizes data and prepares reports.

Coordinates master pool schedule; coordinates program hours and open pool hours.

Conducts quality surveys of aquatic center; prepares annual reports of aquatic programs and recommendations for following year.

Designs, implements, and reviews aquatic facility emergency/crisis management procedures; develops, implements, and organizes school safety programs for elementary schools.

Performs administrative tasks; develops daily pool use forms; develops work schedules to ensure adequate coverage during normal operations and special events; processes payroll documents and compares with budget; monitors attendance and maintains attendance records; prepares collection reports reflecting attendance and revenues; compiles information from daily usage sheets in report form.

Compiles aquatic mailing lists for future reference; defines mailing lists by classes, days, times, interests, and/or age-appropriateness of programs.

Monitors inventory of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Coordinates special events for the department.

Prepares or completes various forms, reports, correspondence, performance evaluations, training reports/records, purchase orders, budget documents, statistical data, aquatic reports, program evaluations, surveys, class registration forms,

progress reports, pool chemistry logs, policies, procedures, charts, or other documents.

Receives various forms, reports, correspondence, staff certifications, job applications, time sheets, budget reports, invoices, registration forms, attendance sheets, pool chemistry logs, pool usage sheets, codes, policies, procedures, user guides, chemical/safety sheets, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, pool chlorination system, pool cleaning/vacuum equipment, recreational equipment, safety equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, database, e?mail, Internet, or other computer programs.

Communicates with supervisor, employees, volunteers, other departments, program participants, vendors, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Develops aquatic library of handouts, orientations, progress reports, and attendance sheets used during each program cycle.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation, Sports/Leisure Administration, or related field; supplemented by three (3) years previous experience and/or training that includes aquatic facility management, pool maintenance, recreation programming, marketing/promotion, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid First Aid and CPR for the Professional Rescuer certifications. Must possess and maintain appropriate water fitness, pool operations, and other aquatic certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, water hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October, 2001